



Section 1

Family Information, Plan & Kits

FAMILY INFORMATION & PHONE NUMBERS

Place these records in a safe location (such as a metal box or a safety deposit box). We suggest you review/update the information several times a year to keep records current.

Since this data changes quite often, we suggest you use the information below as a guide and write everything down on a piece of paper then paperclip inside this Manual for easy access. Keep a record of each school your child or children attend and please replace it every time there is a change. And make sure other family members get updates too!

List work and/or school addresses & Phone numbers of all Family Members:

Parent/Guardian works at: _____

Work address: _____

Work & Cell Phone #s: _____

Parent/Guardian works at: _____

Work address: _____

Work & Cell Phone #s: _____

Brother/Sister works at: _____

Work address: _____

Work & Cell Phone #s: _____

School information for each child in Family:

Child's name: _____

School name: _____

School address: _____

Main phone # for school: _____

Contact name at school: _____

- Will school HOLD or RELEASE child if an emergency or disaster?

- Where will the school move child if an emergency or disaster?

Suggestion: Parents and Guardians may want to keep a copy of your child or children's information at your place of employment and with another family member in case of a disaster or emergency. Please make sure you update records each year so everyone has the right data.

Other Important Family Information:

Please write information down on a piece of paper and place in a safe location (such as a fireproof metal box or a safety deposit box). We also suggest you review / update information several times a year to keep records current.

Make a list of each Family Member's Social Security Number

Name: _____

Social Security #: _____

HMO/Insurance Policies:

Insurance Co. Name: _____

Policy #: _____ Phone #: _____

Insurance Co. Name: _____

Policy #: _____ Phone #: _____

Family Doctor Name _____

Family Doctor's Address _____

Dr. Phone #: _____

Closest Hospital Name _____

Closest Hospital Address _____

Hospital Phone #: _____

FAMILY EMERGENCY PLAN CHECKLIST

The next time disaster strikes, you may not have much time to act and local first responders may not be able to reach you right away. **PREPARE NOW** for a sudden emergency and discuss these ideas with your entire family to create a **Family Emergency Plan**.

Even though this checklist looks long and scary, it is easy to do and can help you make a plan. We suggest you and your family review this list, then read the *entire* Manual since there are many tips mentioned in various topics and Sections that could help develop your plan.

PLEASE make some time in your busy lives to prepare for a disaster... a few minutes now could possibly save a life when a disaster hits!

Remember - be aware... be prepared... and have a plan!

LEARN ABOUT RISKS & EXISTING PLANS:

(See Section 4 for phone numbers of State & Provincial Emergency Management and Red Cross offices - or check city/county white pages)

- [] Find out which disasters could occur in your area.
- [] Ask how to prepare for each disaster... but read this Manual first!
- [] Ask how you will be warned of an emergency.
- [] Learn your community's evacuation routes.
- [] Ask about special assistance for elderly or disabled persons.
- [] Ask your workplace about Emergency Plans.
- [] Learn about emergency plans for your children's school(s) or day care center(s).

TIPS ON MAKING YOUR FAMILY PLAN:

*(Review all and complete **Family Emergency Plan** on pages 16-17):*

- [] Meet with household members to talk about the dangers of fire, severe weather, earthquakes and other emergencies. Explain how to respond to each using the tips in this Manual.
- [] Find the safe spots in your home for each type of disaster. *(see Section 2 for explanations of each disaster)*

- [] Talk about what to do when there are power outages and injuries.
- [] Draw a floor plan of your home. Using a black or blue pen, show location of doors, windows, stairways and large furniture. Mark locations of emergency supplies, disaster kits, fire extinguishers, smoke detectors, collapsible ladders, first aid kits and utility shut-off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room.
- [] Show family members how to turn off the water, gas and electricity at the main switches when necessary.
- [] Post emergency telephone numbers near telephones.
- [] Teach children how and when to call 9-1-1, police and fire departments (*see Section 3*).
- [] Make sure household members understand they should turn on the radio for emergency information.
- [] Pick one out-of-state and one local friend or relative for family members to call if separated during a disaster. (It is often easier to call out-of-state than within the affected area.)
- [] Pick two emergency meeting places in case you can't go home.
 1. A place near your home.
 2. A place outside the neighborhood
- [] Teach children emergency phone numbers and meeting places.
- [] Take a basic first aid and CPR class. (*See Section 3 for some Red Cross programs*)
- [] Practice emergency evacuation drills with all household members at least two times each year.
- [] Keep family records in a water- and fire-proof container. Consider keeping another set of records in a safety deposit box offsite.
- [] Check if you have enough insurance coverage. (*See Section 2 for more information on flood insurance.*)

TIPS FOR ELDERLY & DISABLED FAMILY MEMBERS:

- [] Ask about special aid that may be available in an emergency for elderly and disabled family members. Find out if assistance is available for evacuation and in public shelters. Many communities

ask people with a disability to register with local fire departments or emergency management office so help can be provided quickly in an emergency. Check if this is available in your community!!

- [] Ask children's teachers and caregivers about emergency plans for schools, day care centers or nursing homes.
- [] If you currently have a personal care attendant from an agency, check to see if the agency will be providing services at another location if there is an evacuation -- and tell family members.
- [] Learn what to do for each type of emergency. For example, basements are not wheelchair-accessible so you should have alternate safe places for different types of disasters for disabled or elderly persons.
- [] Learn what to do in case of power outages and personal injuries. Know how to connect or start a back-up power supply for essential medical equipment!
- [] If someone in the home uses a wheelchair, make sure 2 exits are wheelchair-accessible in case one exit is blocked.
- [] Consider getting a medical alert system that will allow you to call for help if you have trouble getting around.
- [] Both elderly and disabled persons should wear a medical alert bracelet or necklace at all times if they have special needs.
- [] Consider setting up a "Buddy" system with a roommate, neighbor or friend. Give this person a copy of your **Family Emergency Plan** phone numbers and keep them updated of any changes. Give "buddy" an extra house key or tell them where one is available.
- [] Consider putting a few personal items in a lightweight drawstring bag (e.g. a whistle, some medications, a small flashlight, extra hearing aid batteries, etc.) and tie it to your wheelchair or walker for emergencies. Make sure to rotate items so current and working.
- [] Visit the **National Organization on Disability** web site to learn more about Emergency Preparedness issues at www.nod.org

TIPS FOR PETS OR LIVESTOCK/LARGE ANIMALS:

TIPS FOR PETS

- [] If you have to evacuate your home, DO NOT leave pets behind! Make sure you have a secure pet carrier, leash or harness so if it panics, it can't run away.

- [] For public health reasons, many emergency shelters cannot accept pets (unless it is a service animal assisting a disabled person). Find out which motels and hotels in your area allow pets in advance of needing them. Include your local animal shelter's number on next page since they might provide information during a disaster.
- [] Make sure identification tags are up to date and securely fastened to your pet's collar. Keep a photo handy in wallet for identification purposes - just in case!
- [] Make sure a roommate, neighbor or friend has an extra house key to evacuate your pets in the event you are unavailable.

TIPS FOR LIVESTOCK/LARGE ANIMALS

- [] Evacuate livestock whenever possible. Make arrangements for evacuation, including routes and host sites, in advance. Alternate routes should be mapped out as a backup.
- [] The evacuation site should have food, water, veterinary care, handling, equipment and facilities.
- [] Trucks, trailers, and vehicles for transporting animals should be available with experienced handlers and drivers to transport them.
- [] If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be based on the type of disaster and the soundness and location of the shelter or structure.
- [] If you board animals, ask if facility has an evacuation plan in place.

Next, we suggest you sit with your family and write down part of your **Family Emergency Plan** using the next 2 pages as a guide. Put this information on sheets of paper near telephones where everyone can see it and keep it updated. Then review how to put together a **Disaster Supplies Kit** since you may not have much time if you are told to leave during a disaster or emergency.

Again, we suggest you and your family read this *entire* Manual together - especially your kids - since there are many tips here that could help you make a plan and learn what to do if the unexpected happens.

You may just want to review the book first and then come back to this Section later!

FAMILY EMERGENCY PLAN

EMERGENCY CONTACT NUMBERS

(Post a copy of this information near each phone for easy access!)

Out-of-State Contact

Name _____
City _____
Telephone (Day) _____ (Evening) _____

Local Contact

Name _____
Telephone (Day) _____ (Evening) _____

Nearest Relative

Name _____
City _____
Telephone (Day) _____ (Evening) _____

Family Work Numbers

Father _____ Mother _____
Guardian _____
Brother _____ Sister _____

Emergency Telephone Numbers

In a life-threatening emergency, dial 911 or local emergency medical services system number

Police Department _____
Fire Department _____
Hospital _____

Family Doctors

Name _____ Phone # _____
Name _____ Phone # _____

Veterinarian: _____

Animal Shelter or Humane Society: _____

EMERGENCY PLAN, continued

In case you get separated from family members during an emergency or disaster, please decide on TWO Meeting Places or Areas where you can join each other.

Please make sure your small children are included when making this decision and they understand why they should meet here.

Meeting Place or Meeting Area

1. Right outside your home _____

(Example: meet by the curb or by the mailbox in front of home or apartment building)

2. Away from the neighborhood, in case you cannot return home

(Example: choose the home of a family friend or relative and fill in below)

Address _____

Telephone # _____

Directions to this place _____

DISASTER SUPPLIES KIT

Disasters happen anytime and anywhere -- and, when disaster strikes, you may not have much time to respond. And sometimes services may be cut off or first responders can't reach people right away. Would you and your family be prepared to cope until help arrives?

Both the Red Cross and FEMA recommend keeping enough supplies in the home to meet your family's needs for at *least* three days or longer (up to 2 weeks or more, if possible). Once disaster threatens or hits, you may not have time to shop or search for supplies ... BUT, if you've gathered supplies in advance in your **Disaster Supplies Kit**, your family could handle an evacuation or shelter living easier. And since everything is all together in one place... all you gotta do is **GRAB & GO!**

Put items you'd most likely need (water, food, first aid, emergency items, etc.) in a container that is easy-to-carry and that will fit in your vehicle. For example, a large trash can or storage container with a lid that snaps shut tightly (some even come with wheels), or a waterproof backpack or large duffel bag (waterproof, if possible) would be useful.

We're also including suggestions for a CAR KIT and a CLASSROOM or LOCKER or OFFICE KIT since these are usually the most common places you would be if and when a disaster strikes.

There are seven basic categories of supplies you should stock in your home kit: **water, food, first aid supplies, tools and emergency supplies, sanitation, clothing and bedding, and special items.**

Take advantage of sales and stock up as you can -- also put dates on food cans or labels to show when they were purchased. Supplies should ALL be checked every 6 months to make sure they are still good and working! We suggest you mark dates on your calendar and have the entire family help check all the items together. Again, it will be good quality time with the family and will give you all a chance to update any phone numbers or information that has changed.

WATER

A normally active person needs to drink at least 2 quarts (2 litres) of water each day and possibly as much as a gallon (4 litres) a day.

- [] Store one gallon of water per person per day (two quarts/litres for drinking and two quarts/litres for food preparation and sanitation).
- [] Keep at least a three-day supply of water for each person in your household. Rotate new bottles every 6 months.

- [] Store extra bottles for pets so you don't reduce your amount.
- [] Review TIPS ON WATER PURIFICATION at end of section 2.

FOOD

Choose foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno or a small propane camping stove. Select foods that are compact and lightweight and rotate food out every 6 months.

- [] Ready-to-eat canned meats, fish, fruits, and vegetables (and put in a manual can opener!!)
- [] Canned juices, milk, soups (if powder or cubes, store extra water)
- [] Staples - sugar, salt, pepper
- [] High energy foods - peanut butter, jelly, crackers, granola bars, trail mix, nuts, jerky, dried fruits, Emergency Food bars, etc.
- [] Vitamins & herbs (e.g. a good multiple, Vitamins C & E, garlic pills [boosts immune], L-Tyrosine [amino acid for stress], etc.)
- [] Foods for infants, elderly persons or persons on special diets
- [] Foods for your pet (if necessary)
- [] Comfort / stress foods - cookies, hard candy, suckers, sweetened cereal, instant coffee, tea bags
- [] Some companies offer survival and long-term storage foods that are freeze dried and sold in months, 1-year, and 2-year supplies

FIRST AID KITS

You should always be prepared and keep a First Aid Kit in your home and in every car and make sure everyone knows where kits are and how to use them. And if you like the outdoors (hiking, biking, etc.) you should carry a small Kit in your fanny pack or backpack as a precaution.

There are many different sizes of First Aid Kits on the market that vary in price. You can also make your own kits using things that may already be in your home. Consider including the following items in a **waterproof** container or bag so you can be prepared for almost any type of emergency!

We realize there are a lot of items suggested here, but the more you prepare ... the better off you and your family will be during a disaster.

Items to include in First Aid Kit

- Ace bandage(s)
- Adhesive bandage strips in assorted sizes
- Adhesive tape
- Antibiotic ointment or gel
- Antiseptic towelettes
- Assorted sizes of safety pins
- Box of Baking soda
- Cleansing agent (isopropyl alcohol, hydrogen peroxide and/or soap)
- Cold pack
- Contact lens solution and Eyewash solution
- Cotton and Cotton swabs
- Copy of *IT'S A DISASTER!* manual
- Dental repair kit (usually near toothpaste section)
- Disposable Face shield for Rescue Breathing
- Disposable latex gloves
- Flashlight & batteries - check often to make sure it works & batteries are good (Tip: remove batteries while stored but keep together)
- Gauze pads
- Heat pack
- Hydrogen peroxide
- Lip balm (one with SPF is best)
- Moleskin (for blisters on feet)
- Needles
- Petroleum jelly or other lubricant
- Plastic bags
- Roller gauze
- Scissors
- Small bottle of hand lotion
- Snake bite kit with extractor
- Sunscreen (choose one between SPF 15 and SPF 30)
- Thermometer
- Triangular bandages
- Tweezers

Non-prescription drugs to include in First Aid Kit

- Activated charcoal (use if advised by the Poison Control Center)

- Antacid (for upset stomach)
- Anti-diarrhea medication
- Antihistamine and decongestant (for allergic reactions or allergies and sinus problems)
- Aspirin, acetaminophen, ibuprofen and naproxen sodium
- Laxative
- Potassium Iodide (*see NUCLEAR POWER PLANT EMERGENCY*)
- Syrup of ipecac (used only if advised by Poison Control Center)
- Vitamins & herbs (e.g. a good multiple, Vitamins C & E, garlic pills or zinc [boosts immune sys], L-Tyrosine [amino acid for stress], etc.)

Prescription drugs to include in First Aid Kit

Since it may be hard to get prescriptions filled during a disaster, talk to your physician or pharmacist about storing these types of medications. And make sure to check labels for special instructions and expiration dates.

Tips on First Aid items that are inexpensive and widely available:

Activated charcoal - absorbs poisons and drugs in the stomach and intestines and helps prevent toxins from being absorbed into the bloodstream by coating intestinal walls. (You should check with the Poison Control Center before taking since it doesn't work on all toxic substances.) It is found at natural foods stores and pharmacies in powder, liquid, and capsule forms. The capsules can also be broken open to use powder for making a paste on insect bites and stings.

Baking soda - aid for occasional heartburn or indigestion; use as substitute for toothpaste; sprinkle in bath water for sore muscles or bites & stings; or make a paste (3 parts baking soda to 1 part water) to use on bee stings or insect bites, poison ivy, canker sores, sunburn, and rashes (but is too strong for infants!)

Hydrogen peroxide - can help clean and disinfect wounds, treat canker sores, gingivitis, and minor earaches. Also can be used for cleaning hands or for brushing teeth. (The reason it foams up on skin or item is because of the oxygen at work - means it's killing germs!)

Meat tenderizer - (check ingredient list on bottle for "papain") make a paste to use on insect bites and stings. Papain is a natural enzyme derived from papaya that can help break down insect venom.

Syrup of ipecac [pronounced ip'-î - kak] - use only when advised by the Poison Control Center to induce vomiting (makes you puke) -- available at most pharmacies or drug stores in 1 oz bottles.

Vinegar - helps relieve jellyfish stings, sunburn, and swimmer's ear.

TOOLS AND EMERGENCY SUPPLIES

Items that may come in handy if you have to evacuate or if stuck at home without power.

- [] Aluminum foil and resealable plastic bags
- [] Battery-operated radio and extra batteries (remember to check batteries every 6 months). Also consider radios like the NOAA Weather Radio and Environment Canada's Weatheradio with one-alert feature that automatically alerts you when a Watch or Warning has been issued.
- [] Battery-operated travel alarm clock
- [] Cash or traveler's check and some change
- [] CD-Rom (can be used as a reflector to signal planes if stranded)
- [] Compass
- [] Extra copy of *IT'S A DISASTER!* manual
- [] Flashlight and extra batteries & extra bulbs (check every 6 months)
- [] Fire extinguisher: small canister, ABC type
- [] Manual can opener and a utility knife
- [] Map of the area (to help locate shelters)
- [] Matches in a waterproof container and candles
- [] Medicine dropper (e.g. measure bleach to purify water, etc.)
- [] Needles & thread
- [] Paper, pencil (store in baggies to keep dry)
- [] Paper cups, plates, plastic utensils (or Mess Kits) and paper towels
- [] Plastic sheeting (for shelter, lean-to, or sealing room during chemical / hazardous material alert - see *HAZARDOUS MATERIALS*)
- [] Pliers
- [] Tape (plastic & duct)

- [] Signal flare
- [] Small shovel or trowel
- [] Sterno or small camp stove and mini propane bottle
- [] Wrench (to turn off household gas and water)
- [] Whistle (can be used to call for help in an emergency)
- [] Work gloves

SANITATION

Make sure all these items are in a waterproof containers or plastic bags.

- [] Disinfectant (*See TIPS ON SANITATION OF HUMAN WASTE*)
- [] Feminine supplies (tampons, pads, etc.)
- [] Household chlorine bleach (regular scent)
- [] Personal hygiene items (toothbrushes, toothpaste or baking soda, brush, comb, deodorant, shaving cream, razors, etc.)
- [] Plastic garbage bags, ties (for personal sanitation uses)
- [] Plastic bucket with tight lid (for human waste use)
- [] Soap, liquid detergent, waterless hand sanitizer, hydrogen peroxide
- [] Toilet paper, baby wipes
- [] Wash cloths, hand and bath towels

CLOTHING AND BEDDING

- [] At least one complete change of clothing and footwear per person
- [] Sturdy shoes or work boots and extra socks
- [] Hats, gloves and thermal underwear
- [] Blankets or sleeping bags (small emergency ones are cheap and about the size of a wallet ... or pack extra garbage bags)
- [] Rain gear or poncho (small emergency ones are cheap and about the size of a wallet or use plastic garbage bags)

- ☐ Safety glasses and/or Sunglasses
- ☐ Small stuffed animal, toy or book for each child at bedtime

SPECIAL ITEMS

- ☐ Entertainment - games, books and playing cards
- ☐ Important Family Documents (keep in waterproof, portable safe container and update when necessary!)
 - Extra set of car keys, cash, traveler's checks and credit card
 - Will, insurance policies, contracts, deeds, stocks and bonds
 - Passports, social security cards, immunization records
 - Bank account numbers
 - Credit card numbers and companies
 - Inventory of valuable household goods + phone numbers
 - Family records (birth, marriage, death certificates)
 - Recent pictures of all family members and pets for identification needs
- ☐ RED and GREEN construction paper or RED and GREEN crayons or markers (can signal rescue workers to stop or move on)

Remember to pack things for family members with special needs such as Infants, Elderly and Disabled persons, and Pets:

For Infants

- ☐ Bottles
- ☐ Diapers, baby wipes and diaper rash ointment
- ☐ Formula and cereals
- ☐ Medications
- ☐ Powdered milk and juices
- ☐ Small soft toys

For Elderly and Disabled (Children & Adults)

- ☐ Bladder control garments and pads

- ☐ Denture needs
- ☐ Extra eye glasses or contact lenses and supplies
- ☐ Extra hearing aid batteries
- ☐ Extra wheelchair batteries, oxygen, catheters or other special equipment
- ☐ A list of style and serial numbers of medical devices such as pacemakers, etc. and copy of Medicare card
- ☐ List of prescription medications and dosages or allergies (if any)
- ☐ Special medicines for heart, high blood pressure, diabetes, etc.
- ☐ Store backup equipment (such as a manual wheelchair, cane or walker) at a neighbor's home or at another location

For Pets

- ☐ Cage or carrier, bedding, leash, muzzle, kitty litter, etc.
- ☐ Chew toys or treats
- ☐ Medications or special foods

CAR KIT

Keep most or all of these items in a waterproof pack so everything is together and easy to grab. Make one for each vehicle too!

- ☐ Battery-powered radio, flashlight, extra batteries and extra bulbs
- ☐ Blanket (small emergency ones are cheap and size of a wallet)
- ☐ Bottled water and non-perishable foods (Tip: store food in empty coffee cans to keep it from getting squashed)
- ☐ CD-Rom (can be used as a reflector to signal planes if stranded)
- ☐ Copy of *IT'S A DISASTER!* manual
- ☐ Extra clothes (jeans and sweater), sturdy shoes and socks
- ☐ First Aid Kit

- [] Local maps
- [] Plastic bags that seal
- [] Shovel (small collapsible ones are available)
- [] Short rubber hose (for siphoning)
- [] Small fire extinguisher (5 lb., ABC type)
- [] Tools - Tire repair kit, booster cables, flares, screw driver, pliers, knife, wire
- [] Work gloves

CLASSROOM OR LOCKER OR OFFICE KIT

Keep items in a small pack, drawstring bag or duffle so everything is together and easy to grab!

- [] Battery-operated radio and extra batteries
- [] Emergency blanket (small, cheap, & light - size of a wallet)
- [] Extra copy of *IT'S A DISASTER!* manual
- [] A few plastic trash bags
- [] Mini or regular flashlight and extra bulbs and batteries
- [] Non-perishable foods like crackers, cookies, trail mix, granola bars, etc. (Ask children to help choosing food and make sure they understand this is for Emergencies!)
- [] Small (plastic) bottled water or juice... as much as you can fit
- [] Small First Aid kit
- [] Small stuffed animal, book, or toy for children
- [] Small packet of tissues
- [] Small packet of moist towelettes or mini bottle of hand sanitizer (waterless kind)
- [] Sweatshirt or sweater
- [] Work gloves to protect your hands (especially from broken glass)

SUGGESTIONS & REMINDERS ABOUT KITS

- Store your **Disaster Supplies Kit** in convenient place known to ALL family members. Keep a smaller version in the trunk / back of every vehicle (see CAR KIT).
- Keep items in airtight plastic bags to keep them dry in kit.
- Take advantage of end-of-season clearance sales and grocery sales (esp. can goods) and stock up as you can. Look around your home since you may be able to put a lot of these things together from what is already on shelves or in drawers or medicine cabinets.
- Replace your stored food and water supply every 6 months! It's best to test or replace batteries at this time too. Make a game of it by keeping track on a calendar or on a poster drawn by children so they can help. Also, everyone should meet every 6 months anyway to go over the **Family Emergency Plan** and update any data (phone numbers, address changes, etc.)
- Ask your physician or pharmacist about storing prescription medicines.
- Visit the U.S. Department of Homeland Security web site for more tips about Kits at www.ready.gov

